*This form is recommended for faculty to address issues with students who are not meeting, or at risk for not meeting, course or program expectations and/or outcomes. This form may be used at any point during the term as a means of communication and may be used in combination with all other forms of communication to foster student success.*

**Student Name: Date:**

**Course Prefix: Course Number:**

**Course Title:**

**Evidence to warrant concern related to course or program outcomes:**

**Plan to address areas of concern (i.e. what the student is expected to do):**

**Faculty Role (i.e. what the faculty will do to facilitate achievement of the plan):**

**Timeline:**

**Consequences if no improvement:**

**Referrals & Options Discussed:**

[ ] Referred student to advisor, appropriate program director, or campus Associate Dean.

[ ] Referred student to the SON Catalog/ Student Handbook and/ or program guidelines.

[ ] Student will address areas of concern and continue in course.

[ ] Student may withdraw from the course. (Faculty to contact Registrar for appropriate procedure.)

[ ] Student may go on Leave of Absence or Withdraw from SON. (Student completes OHSU Registrar LOA/ Withdrawal form.)

**Faculty Signature & Date:**

**Student Signature & Date:**

**Copies to:** *Student Advisor, Faculty of Record, Student & SoN Student File, Director of Academic Program, Campus Associate Dean, Appropriate Senior Associate Dean of Program*